

GENERAL HEARING PROCEDURES OF THE ZONING BOARD OF APPEALS

The following procedures have been developed as a guide to both the ZBA and the public and will be available at each Public Hearing or upon request. These procedures will be reviewed and referred to by the Chairman at the beginning of the meeting.

Typically the hearing procedures will be as follows:

1. The public hearing procedures will be summarized for all present by the Chairperson.
2. The Chairperson will announce the subject of each public hearing, as advertised.
3. The Zoning Board of Appeals would like to make it clear that it is bound by rules and laws and that these are the determinates when deliberating all cases. In order to conduct the hearing within a reasonable time and to keep the subject at hand, we ask that the following rules be observed:
 - a. The petitioner will be called and sworn-in/affirmed and state their case. All pertinent information concerning the property will be furnished to the ZBA.
 - b. Following the staff presentation, those who favor the proposed petition will be heard first, and those opposed will be heard last.
 - c. Each person making a statement will be asked to provide staff with a completed sign-in sheet **one working day** prior to the meeting. When your name is called during the hearing process, please state your name and address for the record.

NOTE:

1. Please refrain from repeating what has been said before you, and please do not involve personalities.
2. Be as factual as possible.
3. **When submitting any Exhibits to the Zoning Board, or photos, personal photos, etc, they will be kept by the Community Development Department as evidence-so please do not submit any materials that are of sentimental value.**

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(NOTE: If there are numerous people in the audience who would like to participate on the issue, and it is known that all represent the same opinion, it is advised that a spokesman be selected to speak for the entire group. A spokesman will thus have the opportunity of speaking for a reasonable length of time, and of presenting a complete case. If this arrangement cannot be made, it may be necessary for the Chairperson to restrict each speaker to a limited time in order that all may be heard. Irrelevant and off-the-subject matters will be ruled out of order.)

4. The ZBA reserves the right to question any speaker and, all statements and/or questions must be directed to the Chairperson.
5. The ZBA will deliberate and make a decision with regards to Appeals, and Special Use and Variance requests following all Hearings at the meeting. The ZBA will deliberate and make a recommendation to the County Board for all Rezoning Cases following all Hearings at the meeting. All deliberations must be and will be conducted in an open public meeting.
6. The Department Staff is available to answer technical questions for the ZBA.
7. The Chairperson may allow, and upon request, cross examination or rebuttal. All comments should be addressed to the subject of the hearing through the Chairperson and not directed to any other individuals. The function of the hearing is to gather facts, therefore, the ZBA and public will refrain from debating or arguing with persons commenting and not to carry on an adversary relationship.
8. The Chairperson, following all testimony, will announce the close of the public portion of the hearing and/or announce the continuation of the public hearing to another specified time and date if the hour is late or additional pertinent information must be obtained.